



Thursday, December 05, 2002

## <Name of training> Training Kick-Off meeting

**Purpose:** To plan the XXX training development effort.

**Desired Outcomes:** *By the end of this meeting, we will have:*

- ☐ Reviewed and validated the planning documents.
- ☐ Finalized learning objectives.
- ☐ Discusses roles and responsibilities.

### Agenda:

What	How	Who	Time
Start Up: <ul style="list-style-type: none"><li>– Welcome/ Purpose</li><li>– Outcomes/ Agenda</li></ul>	<ul style="list-style-type: none"><li>• Review the agenda and the desired outcomes</li><li>• Explain purpose of planning session</li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead&gt;</li></ul>	<ul style="list-style-type: none"><li>• 10 min.</li></ul>
Overview of the training program	<ul style="list-style-type: none"><li>• Review high-level goals of the training</li><li>• Discuss audience groups (audience analysis)</li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead&gt;</li></ul>	<ul style="list-style-type: none"><li>• 15 min.</li></ul>
Roles and Responsibilities	<ul style="list-style-type: none"><li>• Explain purpose of Role Map</li><li>• Review and discuss Role Map</li><li>• Discuss time commitment</li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead &amp; team&gt;</li></ul>	<ul style="list-style-type: none"><li>• 15 min.</li></ul>
Learning objectives	<ul style="list-style-type: none"><li>• Review and discuss learning objectives</li><li>• Edit as necessary, adding or deleting objectives</li></ul>	<ul style="list-style-type: none"><li>• &lt;instructional designer or process coach&gt;</li></ul>	<ul style="list-style-type: none"><li>• 1 hr.</li></ul>
Content scope	<ul style="list-style-type: none"><li>• Determine content scope, based on identified learning objectives</li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead &amp; instructional designer / process coach&gt;</li></ul>	<ul style="list-style-type: none"><li>• 1 hr.</li></ul>
Workplan	<ul style="list-style-type: none"><li>• Review and discuss workplan</li><li>• Discuss important dates and anticipated deadlines<ul style="list-style-type: none"><li>◦ Focus on key dates and verify deadlines</li></ul></li><li>• Confirm meeting dates / availability</li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead &amp; team&gt;</li></ul>	<ul style="list-style-type: none"><li>• 45min.</li></ul>
Task Order	<ul style="list-style-type: none"><li>• If applicable, discuss items required for completing the task order:</li><li>• Discuss logistical elements of training:<ul style="list-style-type: none"><li>◦ Number of sessions / sites</li><li>◦ Federal and non-fed trainers (?)</li><li>◦ Instructor guide vs. instructor notes</li><li>◦ Site requirements</li></ul></li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead &amp; team&gt;</li></ul>	<ul style="list-style-type: none"><li>• 15 min.</li></ul>
Next Steps	<ul style="list-style-type: none"><li>• Assign tasks</li><li>• Determine next steps</li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead &amp; logistics rep.&gt;</li></ul>	<ul style="list-style-type: none"><li>• 10 min.</li></ul>
Meeting Evaluation	<ul style="list-style-type: none"><li>• Review Desired Outcomes</li><li>• Determine next meeting date/ time</li><li>• +’s and –’s of this meeting’s structure</li></ul>	<ul style="list-style-type: none"><li>• &lt;team lead&gt;</li></ul>	<ul style="list-style-type: none"><li>• 5 min.</li></ul>